

**ENGINEERING AND RELATED SERVICES  
MAY 13, 2011**

**CONTRACT NO. 4400001137  
RETAINER CONTRACT FOR DOTD REST AREA DESIGN,  
RENOVATION AND UPGRADE  
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

**Project Manager** – Mr. Andrew Sanders

All inquiries concerning this advertisement should be sent in writing to Debbie.Guest@LA.gov.

**PROJECT DESCRIPTION**

The selected Consultant will perform design and related services for statewide projects covered by a Retainer Contract under separate Task Orders. Initially, the Consultant will be responsible for the design of any new rest areas and for the design of upgrades or renovations for existing rest areas statewide. The work will include maximizing parking, reconfiguring ramps, restroom buildings, storage buildings, sidewalks, picnic pavilions, irrigation and landscape. The Consultant will be responsible for developing final Bid Documents and Working Drawings (Plans and Specifications), and other applicable documents for submission to the Louisiana Division of Administration, Office of Facility and Planning Database, and the Office of the State Fire Marshall for approval. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

**SCOPE OF SERVICES**

The services to be rendered for this Retainer Contract shall consist of, but not limited to the following:

1. Procure the topographic survey and geotechnical report as needed for design of the proposed rest area. Tasks will include design of: new parking facilities, parking facility drainage, interstate ramp extensions, drainage structure

- modifications, outer plaza area (adjacent to the restroom buildings), site grading, drainage, pedestrian walkways, and exterior lighting.
2. Assist DOTD in a Preliminary Design Review Meeting with the Louisiana State Fire Marshall.
  3. Provide all final drawings in an acceptable format for submission to the Office of Facility and Planning, the Louisiana State Marshall, and the Department of Health and Hospitals.
  4. Provide a weekly progress report to the DOTD Project Manager unless otherwise specified in writing.

Note: All deliverables/submittals will become property of the DOTD.

**A. Phase 1: Preliminary Design**

- 1) Execute Task Order (TO)
- 2) Perform site inspection and consult with appropriate La DOTD Headquarters and District personnel to develop a scope for the project.
- 3) Develop a proposal and cost estimate for the project.
- 4) Submit the proposal and cost estimate to the Facilities and Landscape Maintenance Architect for approval.

**B. Phase 3: Final Plans**

- 1) Prepare contract plans, specifications, and special provisions.
- 2) Prepare any necessary permitting and code compliance documents and forms required for the approval of governmental authorities having jurisdiction over the Project.
- 3) Standard sheet size ("22 x 34"), reduction to "11 x 17" legible.
- 4) Plans and Specifications in accordance with Louisiana Standard Specifications for Roads and Bridges including all current, applicable Supplemental Specifications and Special Provisions as amended for DOTD Architectural Projects.
- 5) Written Specifications (in accordance with the 2006 Louisiana Standard Specifications for Road and Bridges will be compatible with Facility Planning and Control Guidelines.

**C. Phase 4: Construction Engineering Services**

- 1) Review/approve submittals and shop drawings.
- 2) Visit project site as required to check construction for conformity with the contract.

**ADDITIONAL SERVICES**

The consultant will be required to obtain all necessary surveys and geotechnical information (soil borings, lab data, report) for the projects described above.

**ITEMS PROVIDED BY DOTD**

As-built drawings of existing buildings if available.

## **REFERENCES**

The selected Consultant shall adhere to the following codes and standards in addition to any other applicable federal, state, or local codes. The Consultant shall check which editions of the codes and standards have been adopted by the state of Louisiana at the time of the design.

- A. Louisiana Standard Specifications for Roads and Bridges, 2006 edition.
- B. ICC Building Code (IBC)
- C. National Fire Protection Association
  - 1) NFPA 101 - Life Safety Code
  - 2) NFPA 30 - Flammable and Combustible Liquids Code
  - 3) NFPA 33 - Paint Spray Rooms and Booths
  - 4) NFPA 54 - National Fuel Gas Code
  - 5) NFPA 58 - Liquefied Petroleum Gas Code
  - 6) NFPA 88A - Parking Structures
  - 7) NFPA 88B - Repair Garages
- D. Americans with Disabilities Act - Accessibility Guidelines (ADA-AG), September 2010
- E. Applicable ANSI Standards
- F. AASHTO Standards, ASTM Standards or DOTD Test Procedures
- G. DOTD Location and Survey Manual
- H. DOTD Roadway Design Procedures and Details
- I. DOTD Hydraulics Manual
- J. DOTD Standard Specifications for Roads and Bridges
- K. Manual of Uniform Traffic Control Devices
- L. DOTD Traffic Signal Design Manual
- M. National Environmental Policy Act (NEPA)
- N. DOTD Environmental Impact Procedures (Vols. I-III)
- O. Policy on Geometric Design of Highways and Streets
- P. Construction Contract Administration Manual
- Q. Materials Sampling Manual
- R. DOTD Bridge Design Manual
- S. Consultant Contract Services Manual
- T. Geotechnical Engineering Services Document
- U. Bridge Inspectors Reference Manual
- V. DOTD Stage 1 Manual of Standard Practice

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be made on the basis of negotiated lump sum compensation or funds Available for Construction (AFC) amount in accordance with the procedures described in the latest edition of the DOTD Architectural Procedures Manual (Attachment "A"), prior to each TO being issued.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$2,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

### **CONTRACT TIME AND NOTICE TO PROCEED**

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

### **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with "DOTD Software and Deliverable Standards for Electronic Plans" as outlined at [http://www.dotd.louisiana.gov/highways/project\\_devel/design/electronic\\_standards\\_disclaimer.asp](http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp). The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

- State Project Number
- "Final Plans Submittal", "60% ACP Submittal" (or other milestone)
- "Electronic Deliverables"
- Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable "hash" code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

## **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

## **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met at the time of submittal:

1. At least one (1) principle of the selected Consultant firm must be a Professional Engineer licensed in the state of Louisiana.
2. At least one principal or other responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years experience in the design and construction administration of structural systems for commercial structures.
3. The Prime Consultant must employ, or provide through the use of Sub-consultants, professionals registered in the following fields, each with a minimum of 5 years experience in the respective field :
  - a) Electrical Engineering
  - b) Geotechnical Engineering
  - c) Mechanical Engineering
  - d) Structural Engineering
  - e) Civil Engineer
  - f) Architecture
  - g) Landscape Architecture, and
  - h) Surveying

## **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;\*
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. \*

\*All respondents will receive a 4 for this category.

**\*\*A composite performance rating derived from consultant's current ratings in all categories will be used.**

#### Complexity level (simple)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

#### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie Guest – Ex officio
2. Andrew Sanders – Project Manager
3. Scott Guinn
4. Brett Brabham
5. Joseph Douglas
6. Jeremy Jones

#### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;

- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD

Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **Contract No. 4400001137**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, May 31, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Ms. Debra L. Guest, P.E.  
Contracts Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1889

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD’s best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.